

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Automotive Repair Series

FLEET MAINTENANCE CHIEF

01/98

Summary

Under direction, manage motor vehicle and heavy equipment maintenance, repair or service activities; fuel and parts purchase, storage and distribution; and study department operations and prepare recommendations.

Typical Duties

Plans, direct and coordinate the servicing, maintenance and repair of a variety of motor vehicles and heavy equipment. Involves: determining the proper and most cost effective method of servicing and repairing equipment; reviewing work and quality control records, job orders, material and equipment reports and related statistics to initiate corrective measures to optimize operations; inspecting automotive service, maintenance and repair equipment, tools and facilities to assure compliance with operational standards and to analyze and resolve scheduling and organizational problems; overseeing activities designed to improve customer relations and services such as investigating and resolving conflicts in priorities and complaints of delays.

Oversee procurement, storage and control of automotive parts, fuel, and other inventory to ensure continuity of department activities. Involves: determining inventory quantities and consumption history; estimating future parts needs, parts life and economy of purchases; preparing inventory records through automated inventory control systems; developing, implementing and monitoring quality control procedures and audits for storeroom and fuel storage activities; analyzing parts performance, and ensuring that substandard parts and materials are returned and that the department's accounts are credited; maintaining inventory and storeroom security.

Review department operations and recommend improvements. Involves: maintaining records of equipment and job costs and participating in cost-benefit, statistical or other analyses such as charge backs of labor and material costs to departments served; recommending and developing specifications for equipment, materials and services; reviewing and analyzing vendor compliance to requirements in collaboration with purchasing department; studying technological developments, and industry and legislative trends to formulate standards and procedures to comply with pertinent federal, state and local regulations on safety, fire, hazardous materials communications, storage, and other environmental issues; assisting in development and implementation of system-wide policies, goals and standards.

Supervise assigned labor/trades, administrative support, technical and supervisory personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: directing preparation of payroll and related employee records, requisition and purchase order documents, and City vehicle and equipment registrations, titles, legally required testing results and insurance coverage or other required records; substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of coworkers, if required; preparing and presenting annual division budget, and monitoring and authorizing expenses.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and six (6) years experience in the repair of automotive, diesel and heavy equipment, including two (2) years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: the practices, methods, tools and equipment of the automotive and construction equipment mechanic trade; occupational hazards and safety precautions of automotive equipment. Maintenance, repair and service. Good knowledge of: budget preparation and administration; computerized accounting and inventory management systems; price trends and grades or quality of

parts, fuels, and hop equipment and supplies; supervisory practices. Some knowledge of: federal, state and local rules and regulations as they pertain to municipal maintenance, repair and service activities.

Ability to: plan, organize, and direct automotive maintenance, repair and service activities; establish and administer preventive maintenance, internal cost accounting and inventory control programs, policies and procedures; identify, analyze and solve operational problems involving abstract considerations and nonstandard or changing situations; prepare administrative and managerial reports, as required; firmly and impartially exercise supervisory authority; recommend award or rejection of contracts; establish and maintain effective working relationships with fellow employees, officials, user departments, vendors, regulatory agencies and the general public; express oneself clearly and concisely both orally and in writing; organize and administer records maintenance and related office services.

Physical Requirements:; Occasional exposure to all weather conditions; operation of a motor vehicle through City traffic.

Special Requirements: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares,[or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing; subject to call during off working hours.

Licenses and Certificates: Some positions in this class require a Class "B" Commercial Driver's License by time of appointment.

Director of Personnel

Department Head